



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • P.O. Box 30205 • Lansing, MI 48909
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MJI | *Delivering Educational Opportunities to Help Courts Drive Change.*

September 10, 2015

Emergency Management Planning Workshop

A Workshop for Court Administrators and Probate Registers

November 5, 2015

OR

November 12, 2015

Hall of Justice, Lansing, MI

INTRODUCTION

The Michigan Judicial Institute (MJi) is pleased to announce a one-day workshop for court administrators and probate registers. In order to ensure the greatest opportunity for participation in the seminar, the program will be held on two different dates: November 5 **OR** November 12.

DESCRIPTION

The State Court Administrative Office has developed guidelines for developing a court continuity of operations plan (COOP plan) for responding to emergency or disaster, such as flood or fire. As a result, all trial courts will be required to: 1) establish a kit that contains key items (contact information, instructions, essential forms, maps, etc.) that will aid the court in resuming essential operations within 24 hours of an emergency/disaster, and, 2) file certain information with their respective SCAO Regional Office. The SCAO Regional Offices will be making arrangements with the court administrators and probate registers in their respective trial courts for the development of these particular requirements, including facilitating two working sessions that will be held November 5 or 12 for those who are interested in receiving hands-on help in establishing their kits. During the morning session, participants will assemble their kits using a practical checklist developed by trial court personnel who already have a COOP plan in place and/or who have experienced a disaster at their court. The afternoon session will include a practice run of a response to an emergency using the assembled.

Seminar participants will receive an emergency management “to-go” kit to assist with their emergency management planning.

PARTICIPANTS

This seminar is designed for court administrators and probate registers, who by their position, are responsible for and involved in emergency management planning.

FACULTY

The faculty for this seminar includes individuals with experience with an emergency or with planning for emergency management of a court: Mr. John Ort, MSC Security Director; and SCAO Regional Administrators: Ms. Deborah Green, Region I; Mr. Bruce Kilmer, Region III; Mr. Jerry Kole, Region IV; and Ms. Jill Booth, Region V.

SCHEDULE

Thursday, November 5, 2015 *OR* Thursday, November 12, 2015

8:30 – 9:00 a.m.	Registration
9:00 a.m. – Noon	“Go Kit”: How to resume essential operations within 24 hours of an emergency
12:00 – 1:00 p.m.	Lunch
1:00 – 3:30 p.m.	Practice Run: Emergency; Go Kit; Evaluation of Emergency Management Plan

REGISTRATION

MJI is pleased to offer online registration. Please click on the following link to register: <http://courts.michigan.gov/MjiOnline> and use the invitation code: **CE1238**. Please use **Internet Explorer** as your browser when registering for this seminar.

CONFIRMATION

Applicants will receive an e-mail confirmation with specific seminar information. If you have not received confirmation by Friday, October 30, please contact MJI at (517) 373-7171.

LODGING AND MEALS

MJI will provide double-occupancy lodging the night prior to the seminar (November 4th for the November 5th program or November 11th for the November 12th program) for all participants whose courts are located more than 100 miles from the Hall of Justice (HOJ). If you request a single-occupancy room, you will be responsible for one-half of the double-occupancy room rate.

All participants will receive lunch and coffee service during the seminar. A cafeteria is on-site and available to all building visitors. In addition, participants will receive a parking pass for the HOJ visitor lot. All other incidentals, including breakfast, dinner, mileage, entertainment, phone calls, etc., are the responsibility of each individual or his/her funding unit.

Facility space constraints will not allow MJI to make any arrangements to accommodate spouses, family, or friends of a participant for meals or the seminar itself. MJI facilities accommodate persons with disabilities. If you require special accommodations, please indicate your needs when registering.

QUESTIONS

If you have any questions regarding registration, contact Heather Leidi, (517) 373-7229 or LeidiH@courts.mi.gov. If you have questions regarding the content of the seminar, contact Bradene Moore, (517) 373-2545 or MooreB@courts.mi.gov.

Registration deadline: Friday, October 23, 2015